

WEST TISBURY PERSONNEL BOARD
MINUTES
February 8, 2021

Present: Leon Brathwaite James Klingensmith, Hunter Moorman, Rachel Rooney, and Brian Smith

Staff Present: Maria McFarland

Present for all or part of the meeting: Jen Rand

Rachel proposed that Leon be Chair. Leon said he would be happy to be Chair for a year and then rotate to another member. Hunter agreed to be Vice Chair as long as Leon is always at the meeting and does a good job.

Brian made a motion, seconded by Rachel to appoint Leon to be Chair and Hunter to be Vice-Chair. Roll Call Vote: Brathwaite- aye, Klingensmith-aye, Moorman-aye, Rooney-Aye, and Smith- aye.

Leon called the meeting to order via Zoom video conferencing at 5:05PM.

Minutes: The minutes of the January 11, 2021 meeting were approved as revised. Roll Call Vote: Brathwaite-aye, Klingensmith-aye, and Rooney-aye. Moorman and Smith abstained.

Performance Evaluations: A motion was made by Leon and seconded by Rachel to approve the performance evaluation for Nik Wojtkielo (Police) with a one-step increase. Roll Call Vote: Brathwaite-aye, Klingensmith-aye, Moorman-aye, Rooney -aye, and Smith-aye.

New Business:

Highway Department Superintendent and Foreman revisions to job description: Jen Rand was present to explain the Selectmen’s request for changes to these two positions. The Cemetery Superintendent position was formalized after the death of John Alley who acted at the Cemetery Superintendent in an informal way.

The person hired to replace John only stayed for a short time because as Jen described it, “it was too much of a commitment, but not enough of a commitment. The workload fluctuates so that at times there is a lot of work, and then no work for weeks but the person needed to available.” The highway department was already doing a lot the work in the cemetery assisting John Alley and Alan Gowell, who the town pays as a consultant on cemetery matters. Rather than try to find another cemetery superintendent, Jen proposed moving the cemetery duties to the Highway Department some of which already overlap. Jen gave a thumbnail sketch about how the Highway Department is currently handling cemetery matters. The only responsibility not done by the Highway Department is the mowing. Jen said the department is planning to hire a second full time highway laborer and once that happens, they may take over the mowing.

The board reviewed a chart prepared by Maria listing the 2019 ratings for the three positions. With respect to the foreman’s position, all factor ratings were equal to greater than the cemetery superintendent with the exception of the degree and point totals for confidentiality and accountability.

With respect to the changes to the Highway Superintendent’s job description, Jen explained that Richie Olsen, the current Highway Superintendent is a stipend employee. Upon his retirement, a full time superintendent will be hired with duties outlined in that job description including oversight of the cemeteries. The proposed changes will not increase the grade of this position.

Jen said the level of confidentiality is not the same as the Board of Health and Personnel positions have, yet there is a need to respect people's privacy when working with the funeral home and families that should not be discussed.

The Highway foreman rating for confidentiality is currently at the 2nd degree. If changed to the 3rd degree it would add 5 points to the foreman position ranking. An increase in the accountability rating would add 10 points for a total of 15 points. Changing the confidentiality rating alone would not change the grade.. If both factors ratings change the position will move to Grade 6.

Jen added that there is a higher level of accountability associated with making sure that burials are done in the correct locations and dealing with grieving families during stressful situations.

James spoke in favor of increasing the rating for confidentiality and accountability and suggested that someone could create a handbook or checklist of responsibilities. Rachel agreed. Jen replied that a checklist would have been useful after Johns passing.

Members concurred that both factors should be changed from the second to third degree; increasing the confidentiality factor by 5 points and accountability factor by 15 points for a total point score of 283 or Grade 6.

A motion was made by James, seconded by Rachel to approve the changes to the Highway Superintendent job description with no change to the Grade; to approve the changes to the Highway Foreman's job description, which increase the total points to 283 placing the position at Grade 6 on the classification plan, and further, to submit a warrant article for the 2021 annual town meeting requesting approval of changing grade from 5 to 6. Roll Call Vote: Brathwaite-aye, Klingensmith-aye, Moorman-aye, Rooney-aye, and Smith-aye.

Old Business:

Anniversary Date/ Skip Manter: Informal discussion with Skip was tabled to the March meeting at Skip's request.

Warrant articles: The final language of the following warrant articles and submission sheets that are submitted to the Finance Committee were approved for the May 2021 annual town meeting.

FY2022 wage adjustment: Final language approved at the last meeting. No action required.

Seasonal wage scale/minimum wage: *To see if the Town will vote to amend the Personnel Bylaw at Section 27.4 (Seasonal Pay Schedule) to reflect the increase in the Massachusetts minimum wage to \$13.50, that went into effect on January 1, 2021 to be effectively immediately.*

A motion was made by Hunter and seconded by Brian to approve the language of the warrant article and the submission sheet. Roll Call Vote: Brathwaite-aye, Klingensmith-aye, Moorman-aye, Rooney-aye, and Smith-aye.

Juneteenth Independence Day:

*To see if the Town will vote to amend the Personnel By-law at Section 11-2 Recognized Holidays to add the nineteen of June as Juneteenth Independence Day to be observed on the Sunday that is closest to June 19 of each year. The addition is noted in **Bold**.*

11-2. Recognized Holidays. The following holidays shall be recognized by the Town on the day on which they are legally observed by the Commonwealth of Massachusetts, and on these days' employees, without loss of pay, shall be excused from all duty except in cases where the Department Head determines that the employee is required to maintain essential Town services. Holidays which fall on a Saturday will be observed on the preceding Friday and those falling on a Sunday will be observed on the following Monday.

*New Year's Day, Martin Luther King Day, Presidents' Day, Patriots' Day, Memorial Day, **Juneteenth Independence Day**, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Half day last work day before Christmas, Christmas Day.*

James made a motion seconded by Hunter to approve the above language for this warrant article. Roll Call Vote: Brathwaite-aye, Klingensmith-aye, Moorman -aye, Rooney-aye and Brian Smith-aye abstained.

Administrative:

Documents noted for the record:

- Letter from Library dated January 26, 2021 re: Mikaela Lawson Library-successful completion of probationary period
- Email dated January 29, 2021 regarding good work of the COA Administrative Assistant
- Approval of vacation carry over Wojtkielo

There being no new business to discuss, the meeting adjourned at 5:54PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED
MARCH 8, 2021